(CLASSIFICATION)

CENTRAL INTELLIGENCE AGENCY

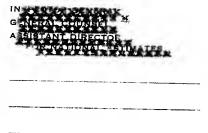
EXECUTIVE MEMORANDUM

OFFICE OF THE DIRECTOR

DATE 25 1962

MEMORANDUM FOR:

DEPUTY DIRECTOR (PLANS)
DEPUTY DIRECTOR (INTELLIGENCE)
DEPUTY DIRECTOR (RESEARCH)
DEPUTY DIRECTOR (SUPPORT)
COMPTROLLER



Distribution:

- 1 To each addressee
- 1 Executive Director
- L- ER

This memorandum contains information for the addressees. Addressees may give this memorandum additional circulation within their components as required. All copies should be destroyed not filed, upon completion of circulation. A master file will be kept in the Executive Director's Office and will be available upon request.

Approved For Release 2002/10/22 : CIA-RDP 8 B01676R000100100021-9

(CLASSIFICATION)

ER

Approved For Release 2002/10/22: CIA-RDP80B01676R000100100021-9

25 JUL 1962

SUBJECT: Conference Booms In The Headquarters Building.

You are all aware of the pressing need for additional space in the new headquarters building to facilitate better working conditions in some of the offices and to make room for an expansion of some of our activities. It has been pointed out that some offices perhaps are not using their Conference Rooms to the extent that was originally planned.

We have some forty-five rooms set aside in the new building for conference purposes and there would appear from this to be an unusually large amount of conference room space. Therefore, it is asked that you make a review of the Conference Rooms in your component and determine if there is a real need to continue to have all of this space allocated for such use. I would like to have a report from you on this by 15 August.

(signed) Lyman B. Kirkpatrick

I vman B. Kirkpetrick Executive Director

o	/DCI/	25	July	62)

Distribution:

- 1 To each addressee (DD/P, DD/I, DD/S, DD/R, Comptroller)
- 1 Exec Dir
- √- ER

Approved For Release 2002/10/22 : CIA-RDP80B01676R000100100021-9

25X1

		AL INTELLIGENCE . LIAL ROUTIN		
5	NAME AND	ADDRESS	DATE	INITIALS
	ER -	file		
2		٧		
3				
4				
5				
6				
	ACTION	DIRECT REPLY		RE REPLY
		INICOLTAL	i i pechi	MMENUALIUN
	APPROVAL	DISPATCH		
Rei	APPROVAL COMMENT CONCURRENCE marks:	FILE INFORMATION	RETUF SIGN/	IN
Re	COMMENT CONCURRENCE	FILE	RETUR	IN
Re	COMMENT CONCURRENCE marks:	FILE	RETUR SIGNA	IN

Approved for Rasaserzuuzu 16
FORM NO. 237 Use previous editions (40) U.S. GOVERNMENT PRINTING OFFICE: 1961 C-587282